



First time using the Taxpayer Access Point (TAP) to order liquor and fine wine from the Mississippi Department of Revenue Alcoholic Beverage Division (ABC)?

A. The *first thing you must do* in TAP on October 5, 2015, or before filling out your first order, is to setup your payment source for your liquor account.

YOUR MASTER PROFILE HOLDER MUST SET UP THE BANK ACCOUNT INFORMATION.

Bank account information for your liquor account must be entered here even if you have a bank account setup already for other taxes on TAP.

You will need to provide the bank account routing number and account number you want to use for all ACH Debit transactions that will pay for the liquor you order from the ABC. You now have full control over which bank account ABC will draw funds from to pay for your liquor. You do not need to get approval from the ABC to use a different account.

To setup your Payment Source (bank account):

1. Log into TAP using your TAP user ID and password.
2. Click on the link for your **Liquor Retailer** account
3. Find the **"Setup"** link in the upper left corner next to the Payment Source label. (See figure 1 below)
4. Click the Setup link a window will open similar to figure 2 below.
5. Enter your Bank Account type (checking or savings)
6. Enter your bank account Routing number (then your Bank name should fill in)
7. Enter your bank account number (and confirm it, just to be sure with the second box)
8. Click Save and you are set to begin making your first order!
9. Remember the link to begin creating your order is on the lower left of the menu bar labeled:

Add/View Retail Orders

Figure 1: Location of the Setup link

The screenshot shows the TAP interface for a Liquor Retailer. On the left is a sidebar with a 'Menu' and 'Log Off' button. The main content area has a header 'LIQUOR RETAILER' and 'NAMES AND ADDRESS'. Below the header, there are fields for 'Fed Employer Id', 'Intermittent', 'My Balance', 'Pending', and 'Payment Source'. The 'Payment Source' field has a 'Setup' link next to it, which is highlighted by a red arrow. Below these fields are tabs for 'PERIODS', 'ACCOUNT REQUESTS', 'ACTIVITY', 'NOTICES', and 'LETTERS'. The 'PERIODS' tab is selected, showing 'ALL PERIODS' and 'PERIODS FROM 25-AUG-2012'.

Figure 2: Enter Bank Account Information

The screenshot shows the 'Enter Bank Account Information' form. At the top, there is a question: 'Do you have an ACH Debit block on your bank account?'. Below this, there is a paragraph of text explaining the ACH debit process and the DOR Company Identification Number/Originator ID: 1646000832. The form itself has a 'Liquor Retailer' field, a 'PAY TO THE ORDER OF' field, and a 'Name' field. Below these are four fields: 'Bank Account Type', 'Routing Number', 'Account Number', and 'Confirm Account Number'. Each of these four fields has a 'Required' label next to it. At the bottom right of the form are 'Save' and 'Cancel' buttons.

B. If you already have a Liquor Permit with MS DOR, and are able to order Liquor, you will see two accounts in TAP:

- 1) **Liquor Permit Account** – this account will house your Liquor Permit information and will be the account you will use to renew your permit, when the time comes.
- 2) **Liquor Retail Account** – this account you use to order liquor and fine wines (both regular and special orders), view invoices, see the form 100s, 200s, and “not full case” (NFC = yellow sheets) forms you submitted, view the price list, and view the sales taxes paid for liquor.
 - a. Use the links on the **Left Side Navigation Bar** under “**I want to...**” for most actions.
 - b. The **Price List** link is only for research and viewing product information. **HINT:** See the HELP topic: “Working with the Price List.” – You can sort and filter most lists in TAP to help you find products.
 - c. Use the **Add/View Retail Orders** or the **Add/View Special Orders** link to add create or review order placed. When you access those links you will be able to view the products available and create liquor orders.
 - d. Be sure to “**save often, save early**” by using the “**Save and Finish later**” feature on the liquor order window. You can save your order “in error,” but you cannot “submit” it with errors. You must come back to saved orders, and submit them, to actually reserve inventory.
 - e. If you walk away from your order, without submitting, your web session will “**timeout.**” If you are in the middle of creating an order, and your web session “times out” you will need to start your order over again.
 - f. If you save your order without submitting, and come back to edit it, TAP needs to know you desire to make changes. Use the **Change button** in the upper right corner of the order window to enable change mode, make changes to your order, check for any errors (look for red text boxes or red check marks), then submit the order.
 - g. You can edit a submitted order as long as you see the **Edit button** next to the order. When that button disappears, we are processing your order. However, if you edit your order you may miss “cut” or the availability of the items in your order may no longer be available when you finally do re-submit the order. Decide carefully if you want to edit your order or submit a subsequent order.

C. HELP is available. To view a list of frequently asked questions about using TAP or about ordering Liquor, access the main MS DOR web page and follow the link on the right hand side labeled “Information about TAP.” Under that link you will find videos and information that should help.

Taxpayer Access Point Help

Taxpayer Access Point

Enter TAP here.

First time orders for liquor

Information about TAP.

I need information on:

How-to Videos

You may use the following videos for step-by-step visual instructions on how to:

1. Sign up for online access to your Individual account
2. Signing up for online access to existing Business account
3. New Business TAP Registration
4. Welcome to TAP
5. I forgot my TAP password
6. Adding TAP-3rd Party Access
7. Adding TAP access to your own non-Individual (IIT) account
8. Make an Estimate Payment
9. Making a Payment to an existing account
10. Submit a W-2 file
11. Enter your employees W-2s
12. Where's My Refund
13. Sales Return Using Import File
14. Sales Return Using Manual Entry
15. Liquor Retail Orders
16. Liquor Import Orders
17. Liquor Split Orders